**Essay Formatting List**

Can you do the following formatting styles? Make notes on how to do the following:

When you make notes try to answer what, where, when, why, how

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| --- | --- |
| Skills | How To Do It |
| Header/Footer | Insert > Header or Footer > Choose your own style |
| Page # Insert | Insert>Page Number>Bottom Page> **BOLD NUMBERS 2** |
| Footnotes | Click on the the sentence or a name on which you want a footnote>References>Insert Footnote>On the bottom of the page, you write the footnote. |
| Margins | Ruler> Blue part on the ruler> Left and right arrow> Move it |
| Paragraph spacing | Right click> Paragraph>Spacing=Bottom and After> Put to 6pt |
| Change case | HighLight the sentences that you need> Right Click> Font  Or: HightLight the sentences that you need> Home> Click on **Aa** |
| Page Break insert | Insert> Pages section> Page break |
| Insert symbols | Home> In the paragraph section> Arrows next to the paragraph picture |
| Tabs | Ruler> Move the blue |
| Line Spacing | Home> In the paragraph section> Arrows next to the paragraph picture |
| Bullets & Numbering | Right Click>Bullets>Choose bullet |
| Grammar & Spelling | Review> (LEFT TOP) Spelling and Grammar |
| Text Style, Size & Placement | Home> Long empty box> Next to that is the size box. |
| What does the Show/Hide button do? | The show and hide button shows the places where you did the ENTERS. Also it shows you the spacing with DOTS. |
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